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**Mike Chamness – Chair**  
Illinois Terrorism Task Force

**Members**


American Public Works Assoc.  
American Red Cross  
Archer -Daniels-Midland  
Associated Fire Fighters of IL  
Central Management Services  
Cities of Bloomington-Normal  
Cities of Champaign-Urbana  
City of Aurora  
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City of Joliet  
City of Naperville  
City of Peoria  
City of Rockford  
City of Springfield  
Cook County ESDA  
Department of Homeland Security/FEMA Region V  
DuPage County OEM  
Federal Bureau of Investigation  
Governor's Office  
IL Assoc. of Chiefs of Police  
IL Assoc. of Public Health Administrators  
IL Assoc. of School Boards  
IL Attorney General's Office  
IL College of Emergency Physicians  
IL Coroners Association  
IL Department of Agriculture  
IL Department of Corrections  
IL Department of Military Affairs  
IL Department of Natural Resources  
IL Department of Public Health  
IL Department of Transportation  
IL Education Association  
IL Emergency Management Agency  
IL Emergency Services Management Assoc.  
IL Environmental Protection Agency  
IL Firefighters Association  
IL Fire Chiefs Association  
IL Fire Services Association  
IL Fire Service Institute  
IL Health Care Association  
IL Law Enforcement Alarm System  
IL Law Enforcement Training & Standards Bd.  
IL Municipal League  
IL National Emergency Number Association  
IL Office of The State Fire Marshal  
IL Public Health Mutual Aid System  
IL Security Chiefs Association  
IL Sheriffs Association  
IL State Police  
IL States Attorneys Association  
Kane County ESDA  
Lake County ESDA  
Metro East (St. Clair-Madison)  
Mutual Aid Box Alarm System  
Quad Cities (Moline-E. Moline-Rock Island)  
Regional Superintendents of Schools  
School Crisis Assistance Team  
Secretary of State Police  
U.S. Attorney's Office  
Will County EMA

**Committees**

Bioterrorism  
Chicago/Cook County UASI Workgroup  
Communications  
Crisis Response & Prevention  
Elected Officials/Mayors Workgroup  
Emergency Management Workgroup  
Fire Mutual Aid  
Information Technology  
Law Enforcement Mutual Aid  
Private Sector  
Public Information  
Science & Technology  
Training  
Transportation  
Volunteers & Donations

## ITTF POLICY STATEMENT 2007 (1)

**TO:** Homeland Security Grant Program (HSGP) and  
Infrastructure Protection Program Grantees

**FROM:** Mike Chamness, Chair  
Illinois Terrorism Task Force 

**DATE:** July 25, 2007

**SUBJECT:** Illinois Terrorism Task Force Policy Statement Regarding  
Submission of Reimbursement Requests

### INTRODUCTION:

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for development and helping to implement the state's homeland security strategy as an advisory body to the Governor and oversee the management and administration of the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

### GENERAL POLICY STATEMENT

It is the policy of the ITTF to expeditiously process reimbursement requests from grantees for expenses incurred as a result of homeland security preparedness activities they conduct in accordance with the terms and conditions of their Grant Agreement or Interagency Agreement with the ITTF.

### Deadline to Submit Requests for Reimbursement of Expenses

All requests for reimbursement of funds administered by the ITTF, including but not limited to the National Preparedness Directorate, Homeland Security Grant Program and Infrastructure Protection Program, must be received by the ITTF office, located at 2200 South Dirksen Parkway, Springfield, Illinois, no later than 60 days after the expense was incurred or date on the invoice. For training reimbursement requests, documentation must be received by the ITTF within 60 days of the completion of the course.

**Exception to the Policy**

If there is an extenuating circumstance that would prevent an entity from submitting their reimbursement request according to this policy, the entity must request in writing to the ITTF Chair an exception to this policy no later than 60 days after the expense was incurred, regardless of the date listed on the invoice/reimbursement documentation.

**Effective Date of Policy**

This policy is effective as of July 25, 2007.